## U.S. DEPARTMENT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20208-5651

### SURVEY ON VOCATIONAL PROGRAMS IN SECONDARY SCHOOLS

FAST RESPONSE SURVEY SYSTEM

FORM APPROVED
O.M.B. NO.: 1850-0733
EXPIRATION DATE: 07/1999

This survey is authorized by law (P.L. 103-382). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

### **DEFINITIONS USED IN THIS SURVEY**

**Vocational Program**: For this survey, a vocational program is defined as a <u>sequence of courses</u> designed to prepare students for an occupation (e.g., nurses' aide) or occupation area (e.g., health care) that typically requires education below the baccalaureate level. It does <u>not</u> include career exploration or other introductory courses that prepare students for adult life or for work in general (e.g., consumer and homemaking, industrial arts).

**Skill competency:** A skill competency is a concept, skill, or attitude that is essential to an occupation; the level of attainment or performance established for a skill competency is a skill standard. In this survey, we use the term "skill competencies" to refer to both skill competencies and skill standards.

- Note: This questionnaire asks about vocational programs and courses offered by your school only. Do not include vocational programs and courses taken by your students at other schools (for example, regional vocational high schools that serve your school).
  - The focus of this survey is the vocational programs and courses taken by secondary students. If your school offers any programs and courses that are taken <u>only</u> by other types of students (e.g., only postsecondary students), do not include those programs and courses.

### LABEL

# IF ABOVE INFORMATION IS INCORRECT, PLEASE MAKE CORRECTIONS DIRECTLY ON LABEL. Name of person completing form: \_\_\_\_\_\_ Telephone: \_\_\_\_\_\_ Title/position: \_\_\_\_\_ E-mail: \_\_\_\_\_ Best days and times to reach you (in case of questions): \_\_\_\_\_

#### THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR FILES.

PLEASE RETURN COMPLETED FORM TO:

WESTAT
Attention: Parsad, 716606
1650 Research Boulevard
Rockville, Maryland 20850

IF YOU HAVE ANY QUESTIONS, CONTACT:

Basmat Parsad at Westat
800-937-8281, ext. 8222 or 301-251-8222
Fax: 1-800-254-0984
E-mail: Parsadb1@westat.com

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 1850-0733. The time required to complete this information collection is estimated to average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collected. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: National Center for Education Statistics, 555 New Jersey Avenue, N.W., Washington, D.C. 20208.

FRSS Form No. 72, 3/1999

1.	Does your school offer a vocational progr	<b>am</b> that prep	ares studen	ts for any of	the occupat	ions listed in	question 2?
	Yes (Continue	with question	2.)				
	No Thank yo	ou. Please co	mplete the re	espondent sec	tion on the f	ront of the que	estionnaire and
2		e questionnai	e to Westat.				
۷.	For each of the following occupations:						
	<ul> <li>Indicate in column A whether your occupation. NOTE: A vocational program, check each occupation cover</li> </ul>	rogram may an occupati ed by the clu	include a s onal area ( ster.	equence of e.g., constru	courses in uction, healt	a single occi thcare). If it	upation (e.g., t is a cluster
	<ul> <li>Indicate in columns under B what (Procedures may not be the same for a</li> </ul>	•		o ensure tha	at courses	teach releva	int job skills.
	-	A.		B. Proced	ures used to	ensure that	
		Check if		courses t	each relevan	t job skills	Faculty externship (work experience)
	Occupation area/occupation	program offered (see NOTE above)	Industry advisory committee	Survey of employers' skill needs	Followup survey of graduates	Student work experience (e.g., intern- ship)	externship (work
		ubovoj	COMMITTEE	ı	L that apply in	1 /	скрепенес)
	Pusiness & Marketing Occupations			(ONCON AL	L triat apply in	cacii iow.)	
	Business & Marketing Occupations  a. Accountant/bookkeeper				П	П	
	b. Administrative assistant/secretary						
	c. Restaurant/food service manager						
	d. Sales associate						
	Technical & Mechanical Occupations  a. AC/heating/refrigeration repair technician				П	П	
	b. Auto body repairer						
	c. Automotive mechanic/technician						_
	d. Computer programmer						
	e. Computer graphic designer						
	f. Computer/electronics technician						
	g. Engineering technician						
	h. Drafter or CADD operator					<u>_</u>	
	i. Machinist			— H			
	Building Trades						
	a. Bricklayer or mason		П	П			
	b. Carpenter						
	c. Electrician					<u>_</u>	
	d. Plumber					<u>_</u>	
	e. Welder						
	Health/Life Sciences Occupations						
	a. Emergency medical technician		П	П	П	П	П
	b. Medical or dental assistant					П	
	c. Nurse or nurses' aide						
	d. Medical/life science lab technician						
	e. Agriscience technician						
	f. Veterinary assistant						
	Service Occupations	]	1				
	a. Chef/cook		П	П	П	П	П
	b. Cosmetologist					<u>_</u>	
	c. Childcare worker or teachers' aide						
	d. Paralagal/lagal assistant						

- 3. For each of the occupations for which your school offers a **vocational program**:
  - Indicate in **column A** whether a list of **skill competencies** has been developed or adopted for the program.
  - If a skill competency list has been developed or adopted, indicate which one of the **columns under B** best describes how educators and industry (business, labor, and/or employers) were involved in developing or adopting the competencies. (Involvement may not be the same for all occupation areas.)

	A. Has		<b>3</b> ,						
Occupation area/occupation	list been developed or adopted?		Done exclusively by individual	Done exclusively by	Done primarily by educators	Done with about equal	Done primarily/		
	Yes	No	course instructors	group(s) of educators	with industry input	educator and industry input	exclusively by industry		
				(Check only ONE in each row.)					
<b>Business &amp; Marketing Occupations</b>									
a. Accountant/bookkeeper									
b. Administrative assistant/secretary									
c. Restaurant/food service manager									
d. Sales associate									
Technical & Mechanical Occupations									
a. AC/heating/refrigeration repair technician									
b. Auto body repairer									
c. Automotive mechanic/technician									
d. Computer programmer									
e. Computer graphic designer									
f. Computer/electronics technician									
g. Engineering technician									
h. Drafter or CADD operator									
i. Machinist									
Building Trades									
a. Bricklayer or mason									
b. Carpenter									
c. Electrician									
d. Plumber									
e. Welder									
Health/Life Sciences Occupations									
a. Emergency medical technician									
b. Medical or dental assistant									
c. Nurse or nurses' aide									
d. Medical/life science lab technician									
e. Agriscience technician									
f. Veterinary assistant									
Service Occupations									
a. Chef/cook									
b. Cosmetologist									
c. Childcare worker or teachers' aide									
d. Paralegal/legal assistant									

- 4. For each of the occupations for which your school offers a **vocational program**:
  - Indicate in **columns under A** the criteria used to determine whether a student is a **vocational program completer** (criteria may not be the same for all programs).
  - Indicate in **columns under B** whether the program is designed to prepare students to (1) take a state or industry regulatory exam (i.e., to attain a state or industry certificate, license, or registration), and/or (2) earn a vocational/occupational skill certificate.

			B. Program prepares							
		а	student is a ve	ocational pro	gram complet	ter		studer	nts to:	
		No oritorio	End of			Doog oppositio	Take st		For	n 0
	Occupation area/occupation	No criteria used –	program			Pass specific academic	indus regula	,	Ear vocati	
	Occupation area/occupation	program	exam	Pass	Minimum	courses.	exa	,	OCCL	
		completers	(not course	specific	grade point	different from	(e.g.		tior	•
		not	or graduation	vocational	average in	graduation	attain		sk	
		identified	exam)	courses	program	requirements	licen		certif	
			(Check AL	L that apply in	each row.)		Yes	No	Yes	No
Busi	ness & Marketing Occupations									
	Accountant/bookkeeper									
b.	Administrative assistant/secretary									
c.	Restaurant/food service manager				$\overline{\Box}$	$\overline{\Box}$				
d.	Sales associate					П				
Tech	nical & Mechanical Occupations							_		
	AC/heating/refrigeration repair tech.	П			П		П	П	П	П
b.	Auto body repairer					П		П	П	一
C.	Automotive mechanic/technician								$\overline{}$	一
d.	Computer programmer				<u></u>				<del>-</del>	一
<u>е.</u>	Computer graphic designer									
f.	Computer/electronics technician								<del>-</del>	<del></del>
-	Engineering technician								<del>-</del>	
g.									<del>-</del>	
<u>h.</u>	Drafter or CADD operator								<del>-  -</del>	<del></del>
i.	Machinist			Ц			Ш			
	ling Trades									
	Bricklayer or mason	Ц				<u> </u>			<del></del>	<u> </u>
b.	Carpenter							<u> </u>	<u> </u>	<u></u>
C.	Electrician				<u> </u>			<u> </u>	<u> </u>	
d.	Plumber									
e.	Welder							Ш		
	th/Life Sciences Occupations		_	_				_	_	_
a.	Emergency medical technician									
b.	Medical or dental assistant									
C.	Nurse or nurses' aide									
d.	Medical/life science lab technician									
e.	Agriscience/technician									
f.	Veterinary assistant									
Serv	ice Occupations									
a.	Chef/cook									
b.	Cosmetologist									
c.	Childcare worker or teachers' aide									
d.	Paralegal/legal assistant									
5.	Which of the following best des	scribes your	school's stru	cture? (Che	eck one only	<u> </u>	'	'		
	Area or regional vocational	•		•	•	•				
	☐ Focused vocational high sc	· · · · · · · · · · · · · · · · · · ·		-	=	-	occupat	ion are	ea)	
	☐ Vocational high school (with	· ·				=	- I	•	,	
	☐ Comprehensive high schoo	-				,				
	Comprehensive high schoo	-	-							

## U.S. DEPARTMENT OF EDUCATION NATIONAL CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20208-5651

SURVEY ON OCCUPATIONAL PROGRAMS IN POSTSECONDARY EDUCATION INSTITUTIONS

POSTSECONDARY EDUCATION QUICK INFORMATION SYSTEM

FORM APPROVED
O.M.B. NO.: 1850-0733
EXPIRATION DATE: 07/1999

This survey is authorized by (P.L. 103-382). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

### **DEFINITIONS USED IN THIS SURVEY**

**Occupational program**: For this survey, an occupational program is defined as a <u>sequence of courses</u> designed to prepare students for an occupation (e.g., nurses' aide) that typically requires education below the baccalaureate level. A non-credit occupational program may consist of only one course or more than one course.

**Skill competency:** A skill competency is a concept, skill, or attitude that is essential to an occupation; the level of attainment or performance established for a skill competency is a skill standard. In this survey, we use the term "skill competencies" to refer to both skill competencies and skill standards.

Note: This questionnaire asks about occupational programs and courses taken by postsecondary students. If your school offers any programs and courses that are taken <u>only</u> by other types of students (e.g., only secondary students), do not include those programs and courses.

LABEL

IF ABOVE INSTITUTION INFORMATION IS INCORRECT, PL	EASE UPDATE D	IRECTLY ON LABEL.
Name of person completing form:		Telephone:
Title/position:	E-mail:	
Best days and times to reach you (in case of questions):		

### THANK YOU. PLEASE KEEP A COPY OF THIS SURVEY FOR YOUR RECORDS.

PLEASE RETURN COMPLETED FORM TO: IF YOU HAVE ANY QUESTIONS, CONTACT:

WESTAT

Basmat Parsad at Westat

Attention: Parsad, 716608 800-937-828

800-937-8281, ext. 8222 or 301-251-8222

1650 Research Boulevard Fax: 1-800-254-0984

Rockville, Maryland 20850 E-mail: Parsadb1@westat.com

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PEQIS Form No. 11, 3/1999

1.	Does your institution offer an occup	ational pro	gram that	prepares s	students for	any of the	e occupation	s listed in		
	question 2?									
	·	nue with que:	,							
		k you. Pleas In the question			ent section	on the front	of the question	nnaire and		
	retuii	i tile question	ilialie lo vve	siai.						
2.	For each of the following occupations	for which y	our instituti	on offers a	program in	the school	year 1998-1	999:		
	• Indicate in <b>column A</b> whether non-	credit course	es are offer	ed in the o	ccupational	program.				
	• Indicate in <b>column B</b> whether cours				•	. •				
						•				
	<ul> <li>Indicate in columns under C what (Procedures may not be the same</li> </ul>				e that the o	courses tea	ach relevant	job skills.		
				C. Procedures used to ensure that courses teach relevant job skills						
		Α.	В.		courses t	each reievar	Mechanisms			
	Occupation area/occupation	Check if	Check if				for faculty to			
	·	non-credit	for-credit	Industry	Survey of	Followup	get recent	Periodic		
		courses	courses	advisory	employers'	survey of	work	internal		
		are offered	are offered	committee	skill needs	graduates	experience	review		
					(Check AL	L that apply i	n each row.)			
	ness & Marketing Occupations									
a.	Accountant/bookkeeper									
b.	Administrative assistant/secretary									
C.	Restaurant/food service manager									
d.	Sales associate/manager									
	nnical & Mechanical Occupations		_	_	_	_	_	_		
a.	AC/heating/refrigeration repair technician									
b.	Auto body repairer									
C.	Automotive mechanic/technician									
d.	Computer programmer									
e.	Computer graphic designer									
f.	Computer technician									
g.	Electronics technician									
h.	Engineering technician									
i.	Drafter or CADD operator									
j.	Machinist	Ш								
	ding Trades									
a.	Bricklayer or mason				ऱ		<u> </u>	ᆜ		
b.	Carpenter									
C.	Electrician									
<u>d.</u>	Plumber						<u> </u>			
<u>e.</u>	Welder									
	th/Life Sciences Occupations									
a.	Emergency medical technician  Medical or dental assistant						<u> </u>			
b.	Nurses' aide or home health aide						<u> </u>			
d.	Licensed practical (vocational) nurse							片		
	Registered nurse							- $H$		
e. f.	Medical/life science lab technician									
	Agriscience technician									
g. h.	Veterinary assistant									
	ice Occupations	<del>                                     </del>								
a.	Chef/cook		П	П	П	П	П	П		
a. b.	Cosmetologist									
C.	Childcare worker									
d.	Teachers' aide									
	Paralogal/logal assistant									

- 3. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:
  - Indicate in **column A** whether a list of **skill competencies** has been developed or adopted for the program.
  - Indicate which one of the **columns under B** best describes how educators and industry (business, labor, and/or employers) were involved in developing or adopting the competencies. (Involvement may not be the same for all programs.)

		A. Has	a skill	B. Which best describes how educators and industry					
			ency list						
		_	veloped						
	Occupation area/occupation	an adapted 2		Done	Dana	Dono primorile	Danawith	Dana	
	Occupation area/occupation			exclusively by individual	Done	Done primarily by educators	Done with	Done	
		Yes	No		exclusively by		about equal	primarily/ exclusively by	
		103	140	course	group(s) of educators	with industry input	educator and industry input		
				instructors		· · · · · · · · · · · · · · · · · · ·		industry	
D	nana 8 Maykating Occupations			(Check only ONE in each row.)					
a.	ness & Marketing Occupations Accountant/bookkeeper						П		
b.	Administrative assistant/secretary								
C.	Restaurant/food service manager		_			<u> </u>			
d.	Sales associate/manager								
	nical & Mechanical Occupations  AC/heating/refrigeration repair technician								
a.	Auto body repairer		<u> </u>				<u> </u>		
b.	Automotive mechanic/technician								
C.						<u>L</u>		<u> </u>	
d.	Computer programmer							<u> </u>	
e.	Computer graphic designer				ᆜ	ᆜ		<u> </u>	
f.	Computer technician	<u> </u>	<u> </u>			<u> </u>			
g.	Electronics technician								
h.	Engineering technician								
i.	Drafter or CADD operator								
<u>j.</u>	Machinist								
Build	ling Trades								
a.	Bricklayer or mason								
b.	Carpenter								
C.	Electrician								
d.	Plumber								
e.	Welder								
Heal	th/Life Sciences Occupations								
a.	Emergency medical technician								
b.	Medical or dental assistant								
C.	Nurses' aide or home health aide								
d.	Licensed practical (vocational) nurse								
e.	Registered nurse								
f.	Medical/life science lab technician								
g.	Agriscience technician								
h.	Veterinary assistant								
Serv	ice Occupations	_	_						
a.	Chef/cook								
b.	Cosmetologist								
C.	Childcare worker								
d.	Teachers' aide								
e.	Paralegal/legal assistant								

- 4. For each of the occupations for which your institution offers an **occupational program** in 1998-1999:
  - Indicate in **column A** whether that program is accredited by an industry, business, or trade organization (e.g., the National Automotive Technicians Education Foundation).
  - Indicate in **columns under B** what credentials students in each program can work toward. (For example, if a nursing program prepares students to take a state licensing exam, check that a "state registration, license, or certificate" is available.) Include credentials that may be attained through non-credit courses.

		A. Check if	B. Credentials that students in each program can work toward:							
Occupation area/ occupation		program is accredited by industry, business, or trade	Associate's degree	Institutional certificate/ diploma (Check ALL	State registration, license, or certificate that apply in ea	Industry/ trade certificate or diploma ch row.)	Company certificate (e.g., NOVELL)			
Busi	iness & Marketing Occupations									
a.						П				
b.	Administrative assistant/secretary									
C.	Restaurant/food service manager									
d.	Sales associate									
	nnical & Mechanical Occupations									
	AC/heating/refrigeration repair technician	П								
b.	Auto body repairer									
C.	Automotive mechanic/technician									
d.	Computer programmer									
е.	Computer graphic designer					<u>_</u>				
f.	Computer technician									
g.	Electronics technician						$\overline{}$			
h.	Engineering technician									
i.	Drafter or CADD operator									
j.	Machinist									
	ding Trades									
a.	Bricklayer or mason	П			П		П			
b.	Carpenter	П								
C.	Electrician	П		П	П	П				
d.	Plumber			Ī		Ī				
e.	Welder									
Heal	th/Life Sciences Occupations	<del>_</del>	_			<del>_</del>	<del></del>			
a.	Emergency medical technician									
b.	Medical or dental assistant									
C.	Nurses' aide or home health aide									
d.	Licensed practical (vocational) nurse									
e.	Registered nurse									
f.	Medical/life science lab technician									
g.	Agriscience technician									
h.	Veterinary assistant									
Serv	rice Occupations	_	_	_	_	_				
a.	Chef/cook									
b.	Cosmetologist									
c.	Childcare worker									
d.	Teachers' aide									
e.	Paralegal/legal assistant									

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